

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Supervisory Cashier					NF					0530					03					SN					12-31-01				
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Signature																								
Date										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM Job Family Std ClericalTech Acct Budget Work GS-0500C HRCDD-4 Dec 97 Supv Guide HRCDD-5 Jun 98, Apr 98																								
Signature										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Date										Date																								
23. Position Review										24. Remarks																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Supervisory Cashier **POSITION NUMBER** 01-0139 **JOB SERIES:** 0530 **PAY LEVEL:** NF-3 **Summary Of Duties:**

This position is responsible to issue, control, collect and deposit MWR funds in accordance with imprest cash fund accounting procedures. Disburses money bags to resale cost centers and other MWR activities. Receives, verifies, and consolidates incoming negotiable instruments, balances cash transactions and prepares bank deposit. Maintains complete and systematic set of records on cash. Prepares and submits daily reports, assuring correct balances and accountability. Accepts payments on DPP accounts, layaway accounts and accounts receivable.

Performs first level supervisory duties which include initiating personnel actions, preparing performance appraisals, recommending hiring and disciplinary actions, directing specific tasks and job assignments, training, etc. Supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. Maintains and enforces security for funds, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse.

Performs other related duties as assigned.

Minimum Qualifications:

Three years of experience that demonstrates knowledge of generally accepted cash processing procedures and practices and ability to become familiar with and understand MWR policies, orders and regulations relative to the work performed. Ability to deal effectively with subordinates, management officials and patrons. Ability to communicate both orally and in writing.